

Coronavirus (Covid 19) - 2020

Guide for Moor Trees volunteers during the COVID-19 pandemic

During this time we are committed to preventing the spread of the Coronavirus and to protecting the health, safety and welfare of our employees, volunteers and customers.

COVID-19 summary

Coronavirus disease (COVID-19) is an infectious disease. The coronavirus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes.

Symptoms and illness

The main symptoms of coronavirus are:

- **high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- **new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- **loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal

Most people with coronavirus have at least one of these symptoms. **If you have symptoms of coronavirus infection, however mild, you must not visit our site.**

Current NHS guidelines for checking symptoms and the requirements for self-isolation can be found here: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Duty of Care

We have considered appropriate controls to protect our staff, volunteers and customers from foreseeable hazards: including Coronavirus. The following measures stipulate key controls present at our sites following a risk assessment. You must familiarise yourself with these controls and take any precautions outlined.

COVID-19 Controls – Core Principles

At the heart of our control measures is the requirement to maintain social distancing (**Keep a distance of 2 metres from all employees/ staff and other visitors**), and to ensure high standards of personal hygiene.

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COVID-19 Visitor Site Safety Measures

For your safety, and to protect our employees, volunteers and customers, we have introduced new controls at our site. **Please adhere to all site signage and instructions from our staff.**

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*All the following precautions are to reduce the risk of CV-19 virus being passed to other volunteers and or members of the public		
Description		Precautions
1	Group size	<p>Current restriction – max volunteer group size 6 at Broadley Tree Nursery and 10 at Dartington Tree Nursery. Sunday groups may be up to 20 depending on site (08 Nov 2020) excluding staff. Site leader to strictly control numbers – volunteers not permitted to just turn up at events.</p> <p>Volunteer must book with the site leader. Details will be posted on the website and social media</p> <p>Track & Trace – all volunteers MUST leave their name and contact number with the site leader. If any staff/volunteer contracts CV-19 they must inform Moor Trees immediately. Moor Trees will then inform everyone who was working on the same day so they can take self-isolation precautions</p>
2	Travel to site	All volunteers are to travel in their own vehicles , except where they are from the same household or ‘bubble’
	Use of Moor Trees minibus	No passengers currently permitted on the minibus
3	Loading/unloading vehicle	<p>This is to be done by one designated person only. All tools and equipment placed on the ground at a suitable distance from the vehicle for collection individually by volunteers</p> <p>End of workday all equipment to be cleaned/sanitized before loading into vehicle by one designated person</p>
4	Hand tools	Volunteers are to select tools for the days tasks and retain them in their possession until the end of the day – tools are not to be shared
5	Strimmers/Mowers/Power tools	Machines are to be allocated and retained by volunteer until end of day – refuelling/ maintenance only by designated person
6	PPE	<p>Gloves, helmets, face masks, ear defenders and all other PPE should never be shared – and this remains true during CV-19</p> <p>Volunteers must bring their own PPE equipment for use - gloves, face covering/masks/Perspex visors</p>
7	Social distancing	<p>All volunteers to maintain an acceptable distance from each other and members of the public, going to and whilst on site - this is currently 2M</p> <p>Distancing also applies at break times, except when volunteers are from same household</p> <p>Task involving close team work are not to be carried out at the present time</p>

8	Manual handling	Where bags are used to convey cut materials they should only be filled to a level where one volunteer can safely move it to a disposal point
9	Break times	<p>Hand washing/sanitizing to be carried out before eating/drinking</p> <p>Volunteers to bring own hand gel,/wipes</p> <p>Moor Trees will have some water/soap and disposable towels /hand gel available if required</p> <p>Volunteers to bring all own refreshments, not to share food (no communal cake!) or catering equipment</p> <p>Personal equipment not to be stored in Moor Trees vehicle (ie backpacks)</p>
10	First aid	Volunteers encouraged to bring their own first aid kits and be able to apply contents to themselves for minor injuries

This document will be reviewed when any major change to Moor Trees conservation activities or procedures occurs or annually, which occurs first